EMPLOYEE INFORMATION SYSTEM MANUAL

ADVANCED EARNED INCOME CREDIT FORM   EIS-EIC

STATE OF IDAHO
STATE CONTROLLER'S OFFICE
EMPLOYEE INFORMATION SYSTEM
ADVANCED EARNED INCOME CREDIT FORM
(MUST BE ACCOMPANIED BY W-5 FORM)

FLD #	FLD NAME
F L D #	DATA

38 41   42   80

USER	ORG #	SSN	EFFECT DATE	EMPLOYEE NAME	PAY LOC

1   4   7   16   21

ID	TRAN	C	1 6 4	FED
D1	330	R		Check box desired **S or *M

22   24   27

**S = SINGLE FILING W-5 OR MARRIED WITH ONE SPOUSE FILING W-5, OPTION 001.
*M = MARRIED WITH BOTH SPOUSES FILING W-5, OPTION 002.

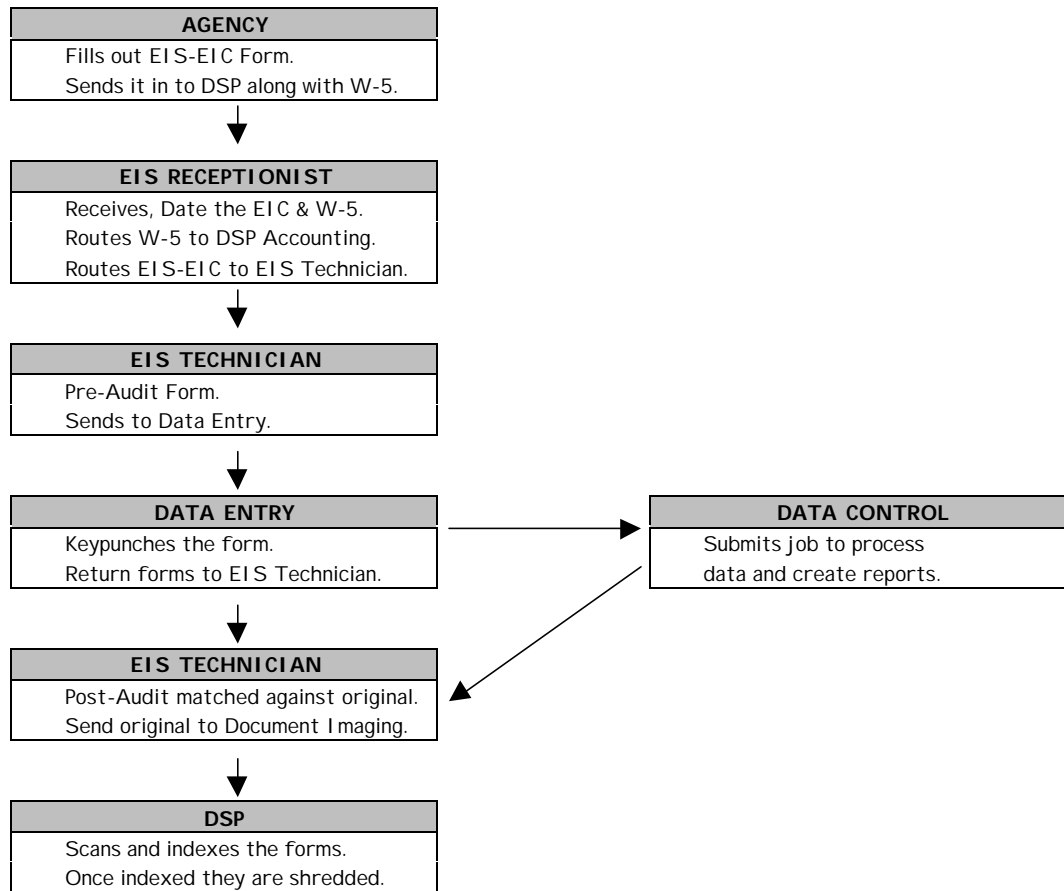| ID	TRAN	C	DED	4 5 8	STATUS	4 5 2	OPTION	4 6 0	APP
F1	330	Check box desired N or R	399		Y		Check box desired **001 or *002		4

22   24   27   28   30

When an employee no longer qualifies for earned income credit, change the federal indicators on the personnel change form (EIS-103) to automatically inactivate the earned income credit deduction.

PREPARED BY	DATE	EMPLOYEE SIGNATURE	DATE

Note: The EIC advance payment certificate (W-5) expires on December 31st of each year. A new certificate must be filed for the next year, if the employee qualifies. For this reason, these deductions will be inactivated automatically, as of December 31st, during the calendar year end process.

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ADVANCED EARNED INCOME CREDIT FORM EIS-EIC

Flow Chart for EIS–EIC

AGENCY
Fills out EIS-EIC Form.
Sends it in to DSP along with W-5.

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EIS RECEPTIONIST
Receives, Date the EIC & W-5.
Routes W-5 to DSP Accounting.
Routes EIS-EIC to EIS Technician.

↓

EIS TECHNICIAN
Pre-Audit Form.
Sends to Data Entry.

↓

DATA ENTRY
Keypunches the form.
Return forms to EIS Technician.

→

DATA CONTROL
Submits job to process
data and create reports.

↓

EIS TECHNICIAN
Post-Audit matched against original.
Send original to Document Imaging.

↓

DSP
Scans and indexes the forms.
Once indexed they are shredded.

EMPLOYEE INFORMATION SYSTEM MANUAL

ADVANCED EARNED INCOME CREDIT FORM EIS-EIC

Purpose: This form is used for setting up advanced earned income credit for eligible employees. The Earned Income Credit Advance Payment Certificate (W-5) must be filled out and sent in along with this form.

Distribution: Original - Controller's Office

Eligibility: See W-5 instructions. View the short questionnaire to find out if you are eligible for Earned Income Credit.

Complete the form and route as follows:
- Send original of EIS-EIC to DSP, State Controller's Office
- W-5

Procedures: When needed, take a photocopy of the form sample on page 1 of this section.

Each field on the form, except for Form Requirements, is preceded by a 3-digit code, which is used only by Data Entry and for identification purposes.

Each year when establishing or reestablishing at the beginning of the calendar year the EIS-EIC Form you **must** circle the **N'** for **New**. **R'** is for **Revision** is only circled when changing in the middle of the calendar year.

Use red ink or red typewriter ribbon. Use white correction tape to correct any errors.

Once this form is filled out and submitted two things happen.
1) **Creates a 399 Deduction**
2) **Produces two turnarounds (EIS-103 & EIS-154).**

On the EIS-103 the N'changes to a S'or M'(whatever the employee circled on the EIC) in the 320 Transaction in the Federal Tax-Exempt Indicator box.

On the EIS-154 in the 330 Transaction Area a 399 Deduction is listed.

Form Requirements

FIELD	EDIT	COMMENT
User:	The initials of person filling out the form.	Required. Length is 3.
Org #:	(3) digit code assigned to your agency.	Required. Length is 3.
SSN:	Employee's Social Security Number.	Required. Length is 9.
Effective Date:	This is a key field, but it will be defined per transaction.	Required. Length is 6.
Employee Name:	Employee's First & Last Name for identification purposes only.	Required.
Agency / Pay Loc:	Can be 2 or 4 digits depending on how your agency is set up with DSP.	Optional.
Prepared By:	The person who is completing the form and date signed.	Required.
Employee Signature:	The signed name of the employee and date form was signed.	Optional.

320 TRANSACTION

FIELD	EDIT	COMMENT
FEDERAL TAX EXEMPT ID FOR EARNED INCOME CREDIT (164)	Federal Tax Exempt Indicators for the **Advanced Earned Income Credit Only** are: **'S'= Single Filing W–5 or Married with one spouse filing W–5. Option 001.** **'M'= Married with Both Spouses filing W–5. Option 002.** For the 320 Transaction the above tax exempt ID codes are listed on the **EIS– EIC Form**. One must circle one or the other ('S' or 'M'), then a copy of the employee's **W–5** is required upon submission of the EIS-EIC Form to DSP.	Required.

330 TRANSACTION

FIELD	EDIT	COMMENT
ID	Pre-printed with F1. Do not change.	Length is 2.
TRAN	330 Transaction is pre-printed.	Length is 3.
CHANGE CODE	Circle 'N' for new or 'R' for revise.	Required. Length is 1.
DEDUCTION CODE	Pre-printed, do not change.	Pre-printed. Length is 3.
STATUS	Pre-printed, do not change.	Pre-printed. Length is 1.
OPTION	Which ever one you have indicated either 'S' or 'M' on the 320 Transaction do the following: Circle '001' if Federal Indicator is 'S' or Circle '002' if Federal Indicator is 'M'	Required. Length is 3
APPLICABILITY	Pre-printed, do not change.	Pre-printed. Length is 1.